



Login & Registration

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1 Overview

The Contingency Acquisition Support Model, also known as cASM, is an easy to use web based tool, used to plan, generate, track and report Requirements Packages (RP).

cASM exchanges Package information using Purchase Request Data Standard (PRDS) through the Defense Logistics Agency (DLA) Transaction Services, (e.g., contract writing tools, Standard Procurement System (SPS)).

2 System Requirements

- Adobe® Flash® Player 11
- CAC Reader
- JAVA™ Runtime Environment (JRE) version 6
- Microsoft® Word/Excel 2007 or Microsoft® Word/Excel 2010
- Windows® Internet Explorer 9 or Internet Explorer 10
- Minimum Resolution: 1024x768
- Recommended Resolution: 1280x768

3 Login and Registration

3.1 New Users

To obtain access to cASM you must complete a DD 2875. All new users must have a User Name, Password, and a Common Access Card (CAC) (see Appendix A).

Once the user account is created, a user will receive two separate emails. One email will contain the user's User Name; the other email will contain the user's Password.

Once you have received a User Name and Password, start the cASM program by selecting the link provided in the emails or www.TQSApps.com.

Read and select **I Agree on the Consent Agreement** (see Figure 1).

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- » The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- » At any time, the USG may inspect and seize data stored on this IS.
- » Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- » This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- » Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[I Agree »](#)

Figure 1: Consent Agreement

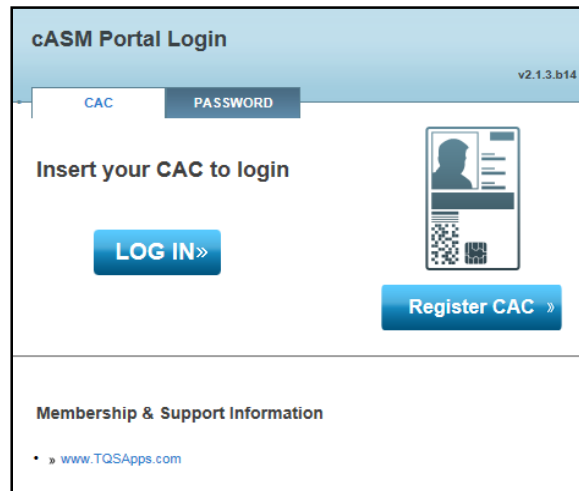


3.2 CAC Registration

To associate your CAC with your cASM User Name and Password, select **Register CAC**, select **Personal ID Certificate** (non-email cert), enter **CAC PIN**, **User Name** and **Password**, select **Register**, then **Login**.

3.2.1 Login

User Name and Password or CAC may be used to access cASM (see **Figure 2**).



The screenshot shows the 'cASM Portal Login' interface. At the top, there's a header with the title 'cASM Portal Login' and version 'v2.1.3.b14'. Below the header, there are two tabs: 'CAC' (selected) and 'PASSWORD'. The main content area has the text 'Insert your CAC to login' and a 'LOG IN»' button. To the right, there's an image of a CAC card and a 'Register CAC »' button. At the bottom, there's a section for 'Membership & Support Information' with a link to 'www.TQSAapps.com'.

Figure 2: CAC Login



Note: Approvals of Requirements Package(s) require login with a CAC.

4 Portal

The Portal displays user login information and provides access to cASM Modules. Select the user's name (see **Figure 3**) to access the various cASM Modules or to Log Out of cASM.



The screenshot shows the 'cASM Portal' interface. The top header has the 'cASM' logo and the text 'Last logon: 2'. On the right, there's a user profile for 'Tim Allen' with a dropdown menu. The menu options are: Dashboard, Planning, Requirements, Reports, and Log Out.

Figure 3: Portal

5 Dashboard

The Dashboard gives a user access to cASM Modules, Quick Translations of Internal Pages (QTIPs), Quick Links, and User Settings (see **Figure 4**).



The screenshot shows a web application interface. At the top, there are tabs for 'Dashboard' and 'User Settings'. Below these, there are 'Modules' for 'Planning', 'Requirements', and 'Reports'. The main content area is divided into two sections. The left section, titled 'Quick Links', has a 'Show:' dropdown set to 'System'. It lists 'Other Links' (BEA, Defense Procurement and Acquisition Policy, FedBizOpps.gov, Federal Acquisition Regulation Site, System For Award Management, The JCC Handbook, The JCCS Site, U.S. General Services Administration) and 'Support Links' (DODAAC Verification, PSC Handbook). The right section, titled 'Support Request', has a 'Type:' dropdown (Select Type of Request), a 'Priority:' dropdown (Select Priority of Request), and a 'Description:' text area. At the bottom right of this section are 'Send' and 'Clear Results' buttons.

Figure 4: Dashboard

5.1 Modules

The Modules list allows access to the Planning, Requirements and Reports Modules (see **Figure 4**).



Note: A user may not have access to all Modules. For access to additional Modules, contact the local Super User.

5.1.1 Quick Translations of Internal Pages (QTIPs)

QTIPs give a user access to commonly used information such as Quick Links and Support Requests (see **Figure 4**).

5.1.2 Quick Links

Quick Links gives a user access to useful links for commonly accessed websites (see **Figure 4**).

5.2 User Settings

User Settings allows a user to manage their account (see **Figure 5**).

The screenshot shows the 'User Settings' page. It has tabs for 'Profile', 'Emails', 'Member Data', and 'Preferences'. The 'Profile' tab is selected. The 'User Profile' section contains the following information:

First Name:	Tim	Service:	DoD
Last Name:	Allen	Grade:	Contractor
		Main Address:	
DODAAC:	W9124U	Address 1:	
Unit:	unit	Address 2:	
UIC:	uic	City:	
Office Symbol:	os	State/Province:	
Phone 1:		Postal Code:	
Phone 2:		Country:	
Email 1:	tallen@anywhere.com	Alternate Address:	
Email 2:		Address 1:	
		Address 2:	
		City:	
		State/Province:	
		Postal Code:	
		Country:	
User Name:	tallen		
Password:	Not displayed for security purposes		

An 'Edit' button is located at the bottom right of the form.

Figure 5: User Settings



5.2.1 Profile

Profile allows a user to view/edit their profile information. To edit profile information select **Edit Profile** (see **Figure 6**).

The screenshot shows a 'User Profile' form with the following fields and values:

Field	Value
First Name:	Tim
Last Name:	Allen
DODAAC:	W9124U
Unit:	Unit
UIC:	UIC
Office Symbol:	OS
Phone 1:	999-555-4444
Phone 2:	
Email 1:	tallen@anywhere.com
Email 2:	
User Name:	tallen
Password:	Change Password
Service:	DoD
Grade:	Contractor
Main Address:	
Address 1:	
Address 2:	
City:	
State/Province:	
Postal Code:	
Country:	
Alternate Address:	
Address 1:	
Address 2:	
City:	
State/Province:	
Postal Code:	
Country:	

Buttons: Cancel, Save

Figure 6: User Profile



Note: All information may be updated with the exception of the User Name.

5.2.1.1 Change Password

The following are the requirements for a user-generated password (see **Figure 7**).

1. Password must be at least fifteen-characters and no longer than 30 characters.
2. Password must contain the following:
 - a. At least two (2) UPPER case letters
 - b. At least two (2) lower case letters
 - c. At least two (2) numbers
 - d. At least two (2) special characters



Change Password

Old Password:

New Password:

Confirm New Password:

Password Rules:

15 characters minimum, 30 characters maximum

Two or more of the following special characters:
! @ # \$ % & ^ * _ - + = ' : ; , .

Two or more Uppercase Letters

Two or more Lowercase Letters

Two or more Numbers

Cancel

OK

Figure 7: Change Password



Note: It is recommended that a user change their password upon initial login.

5.2.2 Emails

Emails displays all system generated emails for the user and allows the user to view and resend system generated emails.

Dashboard

User Settings

Profile

Emails

Member Data

Preferences

User Emails

Subject	Content	Status	Date	Controls
cASM : Removed from package: 2 ...	Woody Allen has been removed from the workflow for this pa ...	Sent	04 Jan 2016	
cASM: Information Reset in TEST 2	Confidential	Sent	04 Jan 2016	
You are IN WORK : 2D15-91NY - ...	You are now in work for this requirements package. ...	Sent	03 Dec 2015	
cASM : Added to package: 2D15- ...	Woody Allen has been added to the workflow for this packag ...	Sent	03 Dec 2015	
cASM : Removed from package: 2 ...	Woody Allen has been removed from the workflow for this pa ...	Sent	03 Dec 2015	
You are IN WORK : 2D15-91OB - ...	You are now in work for this requirements package. ...	Sent	03 Dec 2015	
You are IN WORK : 2D15-91OB - ...	You are now in work for this requirements package. ...	Sent	03 Dec 2015	
cASM : Added to package: 2D15- ...	Woody Allen has been added to the workflow for this packag ...	Sent	03 Dec 2015	

Figure 8: Emails

5.2.2.1 View Emails

View Emails allows a user to display system generated emails and to resend an email message. To view an email, select **View Email** from the controls column (see **Figure 8**). To resend a message, select **Resend Email** (see **Figure 9**).



Note: The column headings can be used to filter the information displayed.



View Email
Name: Allen, Tim
Email: tallen@anywhere.com
From: cASM_Master@tqsinc.com
Subject: cASM : Added to package: 2A16-9001 - BLACKWATER in TEST 2
Contents:
Tim Allen has been added to the workflow for this package: BLACKWATER
Position: Requirement Generator - Requirement Generator
Thank you
[Do not reply. This is an autogenerated email from the cASM system resulting from a new workflow user.]
Date: 04 Jan 2016

[Close](#) [Resend Email](#)

Figure 9: View Emails

5.2.2.2 Resend Email

Resend Email allows an email to be resent. To resend an email select the **Resend Email** icon from the controls column (see **Figure 8**).

5.2.3 Member Data

Member Data displays the assigned Groups and Staffing Structures with which the user is associated (see **Figure 10**).

Dashboard	User Settings
Profile	Emails
Member Data	Preferences
My Staffing Groups	
Group Name	Status
Legal Group	Active
My Staffing Structures	
Structure Name	Description
AOR 1	3 Levels
Training	Training Staffing Structure
Training 2	Training Staffing Structure 2

Figure 10: Member Data



Note: A Staffing Structure is a collection of users and cost thresholds that identifies the workflow process for a Requirements Package (RP).



5.2.4 Preferences

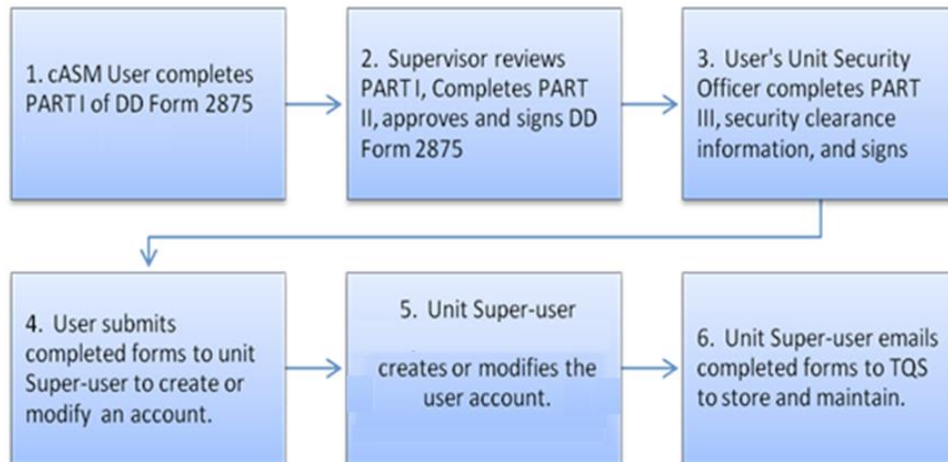
Preferences allows a user to control which email notifications they will receive from each Module (i.e., Planning, Requirements). To disable an email notification, uncheck the checkbox (see **Figure 11**).

Dashboard			
User Settings			
Profile Emails Member Data Preferences			
Email Preferences			
<input checked="" type="checkbox"/> All	Module	Location	Description
<input checked="" type="checkbox"/>	Planning	Components - Approvals	Notify the User the Component has been Approved
<input checked="" type="checkbox"/>	Planning	Components - Approvals	Notify the User the Component has been Rejected
<input checked="" type="checkbox"/>	Planning	Components - Approvals	Notify the User the Component has been Reviewed
<input checked="" type="checkbox"/>	Planning	Components - Approvals	Notify the User the Component has been Unapproved
<input checked="" type="checkbox"/>	Planning	Components - Approvals	Notify the User the Component has Completed Review
<input checked="" type="checkbox"/>	Planning	Components - Approvals	Notify the User the Component is Under Review
<input checked="" type="checkbox"/>	Planning	Plan - Approvals	Notify the User the Plan has been Approved
<input checked="" type="checkbox"/>	Planning	Plan - Approvals	Notify the User the Plan has been Rejected
<input checked="" type="checkbox"/>	Planning	Plan - Approvals	Notify the User the Plan has been Reviewed
<input checked="" type="checkbox"/>	Planning	Plan - Approvals	Notify the User the Plan has been Unapproved
<input checked="" type="checkbox"/>	Planning	Plan - Approvals	Notify the User the Plan has Completed Review
<input checked="" type="checkbox"/>	Planning	Plan - Approvals	Notify the User the Plan is Under Review
<input checked="" type="checkbox"/>	Requirements	Workflow	Notify the User the Package has been Approved
<input checked="" type="checkbox"/>	Requirements	Workflow	Notify the User the Package has been Rejected
<input checked="" type="checkbox"/>	Requirements	Workflow	Notify the User the Package is In Work
<input checked="" type="checkbox"/>	Requirements	Workflow	Notify the User the Package is on Hold and In Work for another User
<input checked="" type="checkbox"/>	Requirements	Workflow	Notify the User they have been added to the Package
<input checked="" type="checkbox"/>	Requirements	Workflow	Notify the User they have been removed from the Package

Figure 11: Email Preferences



Appendix A – cASM DD Form 2875 Process



Instructions

Step 1: cASM user completes DD Form 2875 PART I requesting a new account or modification to an existing account, signs and sends to the user's supervisor.

Step 2: cASM user's supervisor completes DD Form 2875 PART II, signs and sends it to the unit Security Officer.

Block 13 Put one or more of the following statements in Block 13:

Personal Info (Required)

- Justification for cASM Access
- User DODACC
- Unit
- Unit Identification Code (UIC)
- Branch of Service

Block 27 Select one or more of the following statements in Block 27:

Access to the following Modules:

- Planning
- Requirements
- Reports

Access to Staffing Structure:

(Name of Staffing Structure insert here)

Access to COCOM:

(Name of COCOM insert here)



cASM Role: (select only one Role)

Requirements Generator
Resource Manager
Contracting Officer
Agency Approver

Step 3: cASM user's security officer completes PART III, signs, and returns the forms to the user.

Step 4: cASM user provides the completed and signed forms to the unit's cASM Super-user.

Step 5: The Super-user emails the completed form to TQS at TSC@TQSINC.com who will forward the request to the cASM PMO for collection and storage of the approved 2875.



Appendix B – 508 Keyboard Functions

This document describes the keyboard functions that navigate throughout Requirements. The basic keys are described below.

- **Spacebar** or **Enter** key will activate item in focus.
- **Tab** key navigates through the application and highlights in **BLUE** when it has focus.
- The **up**, **down**, **left** and **right** arrow keys navigate through items to set focus.
- **Ctrl Down Arrow** – Open any drop-down list unless stated otherwise.
- **Page Up / Page Down**– Switches months inside a date picker i.e. RDD date etc.
- **Delete**– Delete Icons



Appendix C – Acronyms

Term	Definition
CAC	Common Access Card
cASM	Contingency Acquisition Support Model
DLA	Defense Logistics Agency
DODAAC	Defense Department Activity Address Code
ID	Identification or Identifier
JCXS	Joint Contingency & Expeditionary Services
JRE	JAVA Runtime Environment
PIN	Personal Identification Number
PRDS	Purchase Request Data Standard
RP	Requirements Package
QTIPs	Quick Translations of Internal Pages
SBIR	Small Business Innovation Research
SPS	Standard Procurement System
TSC	Technical Support Center
TQS	Total Quality Systems, Inc.
UIC	Unit Identification Code